

Roy Water Conservancy District

5440 Freeway Park Drive
Riverdale, UT 84405

AGENDA

Monthly Board of Trustees' Meeting
September 13, 2023
5:00 P.M.

- 5:00 p.m.
- | | |
|---|-------------|
| I. CALL TO ORDER | Chair Ohlin |
| II. PLEDGE OF ALLEGIANCE | Mark Ohlin |
| III. APPROVAL OF MINUTES | MOTION |
| IV. BUSINESS | |
| A. Public Comments | |
| B. Consideration of Resolution 2023-04 Adopting the 1900 Southeast CRA Interlocal Agreement | MOTION |
| C. Consideration of Progress Payment for Secondary Water Metering Project Phase 4 | MOTION |
| D. Consideration of Progress Payment for Secondary Water Metering Project Phase 5 | MOTION |
| E. Consideration and Award of Secondary Water Metering Project Materials for Board of Water Resources Grant | MOTION |
| F. Consideration of Verizon Wireless Agreement | MOTION |
| V. REPORTS FROM MANAGER AND TRUSTEES | |
| A. Manager & Trustees Reports | |
| B. Review of Monthly Bank Statements and Cancelled Checks | Jon Ritchie |
| VI. APPROVAL OF FINANCIAL REPORT | |
| A. Monthly Financial Report | MOTION |
| VII. APPROVAL OF CHECKS | MOTION |
| VIII. ADJOURNMENT | MOTION |

In compliance with the Americans with Disabilities Act, persons needing auxiliary communicative aids and services for this meeting should call the District at (801) 825-9744, giving at least three (3) working days notice.

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: September 8, 2023

SUBJECT: **IV.B. Consideration of Resolution 2023-04 Adopting the 1900 Southeast CRA Interlocal Agreement**

Rob Sant with Urban and Main Consulting will make a presentation about Roy City's 1900 Southeast CRA Interlocal Agreement. Roy City would like to have 70% of the District's ad valorem taxes within the 1900 Southeast CRA above the 2022 amount received by the District. This will be for the next twenty years and then the District will receive 100% of the ad valorem taxes in the 21st year going forward.

A suggested motion for approval would be, "I move that we approve Resolution 2023-04 Adopting the 1900 Southeast CRA Interlocal Agreement with no more than a ___% Tax Increment for Roy Water Conservancy District.

ROY WATER CONSERVANCY DISTRICT

RESOLUTION NO. 2023 – 04

A RESOLUTION ADOPTING THE 1900 SOUTHEAST CRA INTERLOCAL AGREEMENT

WHEREAS, pursuant to the relevant provisions of the Interlocal Cooperation Act, Title 11, Chapter 13, Utah Code Annotated 1953, as amended (the “Act”), public agencies, including the Roy Water Conservancy District (the “District”), are authorized to enter into mutually advantageous agreements for joint and cooperative actions, including the sharing of tax and other revenues; and

WHEREAS, the Roy City Redevelopment Agency (the “Agency”) and the District are “public agencies” as defined for purposes of the Act; and

WHEREAS, after careful analysis and consideration of relevant information, the District desires to enter into an interlocal agreement with the Agency whereby the District consents to the Agency receiving for an extended period of time a portion of the tax increment produced by the District’s levy on real and personal property within the Amended 1900 Southeast Community Reinvestment Project Area (the “Interlocal Agreement”); and

WHEREAS, Section 11-13-202.5 of the Act requires that certain interlocal agreements be approved by resolution of the legislative body of a public agency, in the case being the Board of Trustees of the District (“Board”).

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the Board, as follows:

1. The Interlocal Agreement, substantially in the form attached hereto as EXHIBIT A, is approved and the Board Chair and District Clerk are hereby authorized to execute the same for and on behalf of the District. The Interlocal Agreement is approved with such additions, modifications, deletions or other changes as may be deemed necessary or appropriate and approved by the Chair, and the District’s legal counsel, whose execution thereof on behalf of the District shall conclusively establish such necessity, appropriateness and approval with respect to all such additions, modifications, deletions and/or other changes incorporated therein.
2. Pursuant to Section 11-13-202.5 of the Act, the Interlocal Agreement has been submitted to legal counsel of the District for review and approval as to form and legality.
3. Pursuant to Section 11-13-209 of the Act and upon full execution of the Interlocal Agreement, a duly executed original counterpart thereof shall be filed immediately with the District Clerk, the keeper of records of the District.
4. Upon full execution of the Interlocal Agreement, the Agency, as provided in the Interlocal Agreement, shall, on behalf of the District publish or cause to be published a notice of the District Agreement in accordance with Section 11-13-219 of the Act. The District Clerk shall make a copy of the Interlocal Agreement available for public inspection and copying at the District’s offices during regular business hours for a period of at least 30 days following publication of the notice.
5. This Resolution shall take effect upon adoption.

APPROVED AND ADOPTED by the Board this 13th day of September, 2023.

ROY WATER CONSERVANCY DISTRICT

By: _____
Board Chair

Attest:

District Clerk

(seal)

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: September 8, 2023

SUBJECT: **IV.C. Consideration of Progress Payment for Secondary Water Metering Project Phase 4**

The District has received a request for a progress payment from Leon Poulsen Construction for the Secondary Water Metering Project Phase 4. The progress payment is in the amount of \$237,291.00. The items being requested for payment have been verified as installed.

A suggested motion for approval would be, “I move that we approve a Progress Payment for the Secondary Water Metering Project Phase 4 in the amount of \$237,291.00 to Leon Poulsen Construction

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: September 8, 2023

SUBJECT: **IV.D. Consideration of Progress Payment for Secondary Water Metering Project Phase 5**

The District has received a request for a progress payment from Post Construction for the Secondary Water Metering Project Phase 5. The progress payment is in the amount of \$139,678.50. The items being requested for payment have been verified as installed.

A suggested motion for approval would be, “I move that we approve a Progress Payment for the Secondary Water Metering Project Phase 5 in the amount of \$139,678.50 to Post Construction.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: September 11, 2023

SUBJECT: **IV.E. Consideration and Award of Secondary Water Metering Materials for Board of Water Resources Grant**

This project is line item 8282-23 of the 2023 approved budget. The quotes are fittings for approximately 3,000 meters. The District received bids from three material suppliers for this project as follows.

<u>Supplier</u>	<u>Bid Amount</u>
Core and Main	\$1,657,640.52
Mountainland Supply	\$1,677,939.49
Ferguson	\$1,573,638.48

The low bidder is Ferguson for \$1,573,638.48. Payment will only be expected when the material arrives. As with the material that was approved and ordered in June 2022, invoices will be submitted to the Board of Water Resources for a 70% reimbursement from the grant and the remaining 30% from the bond.

A suggested motion would be, “I move that we award the Secondary Water Metering Materials for Board of Water Resources Grant to Ferguson in the amount of \$1,573,638.48.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: September 11, 2023

SUBJECT: **IV.F. Consideration and Award of Verizon Wireless Agreement**

Verizon is proposing a monthly payment with an annual increase that is close to the current terms of the agreement which expires October 31, 2023. The terms of the new agreement will terminate in December 2052, which coincides with the District's Airwaves Lease Agreement which is where Verizon's equipment is located. Verizon has the option to renew the lease in 2027, 2032, 2037, 2042, and 2047. The lease will terminate in December 2052, but Verizon can choose to negotiate a new lease at that time. Verizon has proposed a few redlines that the District's Attorney (Attorney) has not yet reviewed. It is recommended that the Trustees approve the agreement contingent upon Attorney review.

A suggested motion would be, "I move that we approve the Verizon Wireless Agreement contingent upon Attorney review."

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: September 13, 2023

SUBJECT: **V.A. Manager and Trustees Reports**

The following is a reminder of upcoming meetings and events:

Board Meeting – September 13, 2023, at 5:00 p.m.
UWUA Summit – September 26, 2023, at 8:30 a.m. Layton, UT
Board Meeting – October 11, 2023, at 5:00 p.m.
UASD Annual Convention – November 8-10, 2023, Layton, UT
Board Meeting – November 15, 2023, at 5:00 p.m.
Christmas Dinner – December 4, 2023, at 6:00 p.m. Timbermine
Board Meeting – December 13, 2023, at 5:00 p.m.
Public Hearing for Allotment of Water – December 13, 2023, at 6:00 p.m.
Public Hearing for Budget – December 13, 2023, at 6:00 p.m.

As of September 12th, East Canyon is 82% full, Echo Reservoir is 71% full, and the Weber River basin water year-to-date precipitation is 141% of median. Currently almost 26% of the state of Utah is in abnormally dry to moderate drought condition. As of April 11, 2023, the District's boundaries were moved to the no drought category.

INTERNAL AUDIT REPORT

SEPTEMBER 12, 2023

(AUGUST 31, 2023, STATEMENTS)

- | YES | NO | |
|-------------------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 1. Obtain bank statements unopened. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 2. Review checks for unusual payees. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 3. Review signatures on checks for authenticity. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 4. Review any cash transfers or large debit memos for property. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 5. Question any large or unusual checks that you do not remember discussing or approving. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 6. Summarize your questions. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 7. Distribute the report to board members, Child Richards CPAs & Advisors, Rodney Banks, and Linda Toupin. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 8. Obtain replies to questions from Rodney Banks and distribute with the report. |

COMMENTS: _____


Bank of Utah

- Account No. ****0122: All good
- Account No. ****1928: All good
- Account No. ****0846: All good

PTIF

- Account No. ****1141: good
- Account No. ****2340: good
- Account No. ****6249: good

I have completed the above procedures for the month of September 12, 2023, (August 31, 2023 Statements).


Jon S. Ritchie, Audit Committee Chair

**ZION BANK PURCHASE CARDS
INTERNAL AUDIT REPORT**

SEPTEMBER 12, 2023


(AUGUST 31, 2023 STATEMENTS)

- | YES | NO | |
|-------------------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 1. Obtain purchase card statements. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 2. Review statements for unusual charges. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 3. Review receipts for charges. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 4. Question any large or unusual charges not previously discussed or approved during board meeting. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 5. Summarize your questions. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 6. Distribute the report to board members, Child Richards CPAs & Advisors, Rodney Banks, and Linda Toupin. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 7. Obtain replies to questions from Rodney Banks and distribute with the report. |

COMMENTS: _____

1. Zions Bank Control Account: _____
2. Purchase Card - Ohlin: _____
3. Purchase Card - Newman: _____
4. Purchase Card - Adams: _____
5. Purchase Card - Ritchie: _____
6. Purchase Card - Zito: _____
7. Purchase Card - Banks: GOOD
8. Purchase Card - Durbano: _____
9. Purchase Card - Thurgood: _____
10. Purchase Card - Doxey: _____
11. Purchase Card - Sandberg: _____
12. Purchase Card - Toupin: GOOD
13. Purchase Card - Harris: _____

I have completed the above procedures for the month of September 12, 2023, (August 31, 2023 Statements).



Jon S. Ritchie, Audit Committee Chair

FINANCIAL REPORT
• SEPTEMBER 2023 •

GENERAL FUND

PREVIOUS MONTH

	<u>2023</u>	<u>2022</u>	<u>2021</u>
Balance as of August 1	\$ 796,081.54	\$ 145,175.34	\$ 147,145.09
Deposits	\$ 532,923.60	\$ 173,481.82	\$ 92,581.71
Interest on checking	\$ 2,743.30	\$ 259.93	\$ 45.26
Withdrawals	\$ 690,559.17	\$ 126,249.29	\$ 112,271.07
Balance	\$ 641,189.27	\$ 192,667.80	\$ 127,500.99

TO DATE

Balance as of September 1	\$ 641,189.27	\$ 192,667.80	\$ 127,500.99
Deposits	\$ 289,545.93	\$ 463,750.00	\$ 150,000.00
Withdrawals	\$ 923,696.63	\$ 222,220.92	\$ 69,639.29
Balance	\$ 7,038.57	\$ 434,196.88	\$ 207,861.70

CAPITAL FACILITIES FUND

	<u>2023</u>	<u>2022</u>	<u>2021</u>
Balance as of August 1	\$ 128,096.25	\$ 123,559.01	\$ 121,891.07
Deposits	\$ -	\$ -	\$ -
Interest on checking	\$ 555.66	\$ 161.98	\$ 38.40
Withdrawals	\$ -	\$ -	\$ 274.31
Balance	\$ 128,651.91	\$ 123,720.99	\$ 121,655.16

TO DATE

Balance as of September 1	\$ 128,651.91	\$ 123,720.99	\$ 121,655.16
Deposits	\$ -	\$ -	\$ -
Withdrawals	\$ -	\$ -	\$ -
Balance	\$ 128,651.91	\$ 123,720.99	\$ 121,655.16

WEBER BASIN FUND

	<u>2023</u>	<u>2022</u>	<u>2021</u>
Balance as of September 1	\$ 652,086.80	\$ 524,456.49	\$ 420,386.45

CONNECTIONS

	<u>2023</u>	<u>2022</u>	<u>2021</u>
Connections made during the previous month (August)	2	0	4
Total connections made during the current year	24	13	25
Total active connections	10,835	10,809	10,795

SHARES

	<u>2023</u>	<u>2022</u>	<u>2021</u>
Shares of D&WCCC Water Stock to date:	1,515.0	1,515.0	1,512.5
Shares of D&WCCC Water Stock leased to date:	144.0	144.0	144.0
Shares of Wilson Irrigation Water Stock to date:	21.5	21.5	21.0

UTAH PUBLIC TREASURER'S INVESTMENT FUND

· OPERATIONS & MAINTENANCE ACCOUNT ·

	<u>2023</u>	<u>RATE</u>	<u>DATE</u>
Balance as of August 1	\$ 3,238,325.77	5.3014%	Ongoing-Flexible
Deposits (by Weber County)	\$ 15,287.31		
Interest	\$ 14,626.40		
Withdrawals (by wire)	\$ 2,041.75		
Balance	\$ 3,266,197.73		

· METER FUND ACCOUNT ·

	<u>2023</u>	<u>RATE</u>	<u>DATE</u>
Balance	\$ 622,703.02	5.3014%	Ongoing-Flexible

· BOND PROCEEDS METERING PROJECT ACCOUNT ·

	<u>2023</u>	<u>RATE</u>	<u>DATE</u>
Balance as of August 1	\$ 2,756,536.53	5.3014%	Ongoing-Flexible
Deposits	\$ -		
Interest on checking	\$ 12,190.63		
Withdrawals	\$ 95,050.24		
Balance	\$ 2,673,676.92		

ROY WATER CONSERVANCY DISTRICT

O&M Checks

September 13 - 14, 2023

Sep 13 - 14, 23	<u>Num</u>	<u>Name</u>	<u>Amount</u>
	20708	Chad Zito	-275.00
	20709	Gary L. Newman	-200.00
	20710	Gary S. Adams	-275.00
	20711	Jon S. Ritchie	-200.00
	20712	Mark W. Ohlin	-275.00
	20713	Ace Recycling & Disposal	-140.26
	20714	Blue Stakes of Utah	-1,098.90
	20715	C.A.L. Ranch Store	-89.99
	20716	Clear Link IT, LLC	-2,594.46
	20717	Comcast	-762.79
	20718	Davis & Weber Counties Canal Cc	-393,900.00
	20719	Davis & Weber Counties Canal Cc	-5,720.00
	20720	Dominion Energy	-48.54
	20721	Durk's Plumbing Supply, Inc.	-387.17
	20722	Ewing Irrigation Products	-647.89
	20723	Ferguson Waterworks	-3,291.00
	20724	Ferguson Waterworks	-23,114.20
	20725	Fuel Network	-2,664.83
	20726	Home Depot	-223.73
	20727	Intermountain Concrete Specialtie.	-37.44
	20728	J. D. Young & Son Landscape	-2,053.00
	20729	Jan-Pro of Utah	-630.00
	20730	Leon Poulsen Construction Co.	-237,291.00
	20731	Les Olson Company	-85.94
	20732	Linde Gas & Equipment, Inc.	-42.73
	20733	Meterworks	-8,076.74
	20734	Mountainland Supply Company	-379.07
	20735	O'Reilly Automotive	-19.74
	20736	Opticare Vision Services	-96.30
	20737	PEHP Group Insurance	-13,249.16
	20738	PEHP Long-Term Disability	-274.25
	20739	PEHP Long-Term Disability	-271.06
	20740	Post Asphalt Paving & Constructio	-139,678.50
	20741	Riverdale City Corporation	-177.35
	20742	Rocky Mountain Power	-12,666.63
	20743	Rocky Mountain Power	-10.26
	20744	Rocky Mountain Power	-37.89
	20745	Roy City Corporation	-23,751.00
	20746	Sam's Club	-68.94
	20747	South Fork Hardware - Roy	-13.02

Num	Name	Amount
20748	Staker Parson Companies	-720.28
20749	Stark Brothers, Inc.	-408.00
20750	The Data Center, LLC	-709.53
20751	Truly Nolen of America, Inc.	-190.00
20752	Utah Local Governments Trust	-2,495.07
20753	Verizon	-399.94
20754	Wasatch Civil Engineering	-1,173.63
20755	Wasatch Civil Engineering	-1,169.25
20756	Wasatch Civil Engineering	-3,241.51
20757	WSP USA Inc.	-6,356.29
20758	Darrell Oleson or Kyle & Lenzy Oleson	-5,733.00
20759	Robert Byram & Sons, LLC	-3,003.00
20760	J. Darrell & La Vera Byram	-273.00
20761	William K. & Linda Byram Family Trust	-273.00
20762	Verl D. & Ingrid Byram Family Trust	-273.00
20763	Utah State Tax Commission	-3,929.00
20764	Rodney Banks	-64.00
20765	AFLAC	-176.65
20766	Courtney L. Harris	-2,029.80
20767	Justin J. Sandberg	-1,861.41
20768	Kent D. Thurgood	-2,769.41
20769	Linda A. Toupin	-2,233.09
20770	Nathan S. Doxey	-2,488.34
20771	Philip W. Durbano	-2,341.13
20772	R. Mack White	-581.81
20773	Rodney D. Banks	-3,984.71
	TOTAL	<u><u>-923,696.63</u></u>

Sep 13 - 14, 23